

Advancing Staff Development



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Investing in the Future

Building Your Personal Effectiveness

How well do you manage yourself? And how well do you work with others? Personal effectiveness combines the self-discipline and skill to lead yourself, with the ability to influence, engage, and collaborate with others. And, you can only sustain that effectiveness if you focus attention on taking care of your wellbeing as you go. These learning experiences will help you build this critical skillset. Total time commitment: up to 20.5 hours.
Course Fee: \$995 member/ \$1195 non-member

- Understand how character and consistently living specific habits yields personal effectiveness.
- Take responsibility for your choices, regardless of circumstance.
- Give your efforts direction by articulating your vision for your life.
- Realize your life vision by consistently acting on what's most important.
- Commit to seek mutual benefit, rather than competition, in your interactions with others.
- Practice the skill of communicating empathically to build more effective relationships.
- Seek to create results greater than the sum of the parts through creative collaboration with others.
- Engage in daily self-renewal to maintain and increase personal effectiveness.

Agenda:

- Paradigms and Principles of Effectiveness
 - This program draws from The 7 Habits of Highly Effective People. It is not about efficiency or success (although effective people do tend to enjoy success). It's about effectiveness - the ability to repeatedly get desired results in a sustainable manner.
 - 30 minutes
- Resources for Effectiveness (additional readings and videos)
 - Get Better: Behave your way to credibility
 - The Art of Transformation
 - Self - Trust
 - Inspire a Culture of Trust
 - 60 – 75 minutes

- Be Proactive
 - Everything in the world around you can push you to react. But, there's a moment of great power between experiencing something and responding, a moment in which you can choose how to proactively respond. As you do, you take responsibility for your behavior, results, and growth by working on things you can do something about.
 - 30 minutes
- Resources for Being Proactive (articles)
 - Analyze for reactive vs proactive work
 - Get what you need from your manager
 - Take more initiative
 - Establishing more credibility with your manager
 - 30 minutes
- Take Your Learning Further: Being Proactive at Work (articles and videos)
 - Get Better: Carry Your Own Weather
 - Develop Go-To Phrases
 - Difficult Behaviors: 3 Common Causes and How to Respond
 - 5 Choices: Act on the Important
 - 4 Disciplines of Execution: Whirlwinds
 - Land One at a Time
 - Unsure about Top Priorities
 - 60- 90 minutes
- Begin with the End in Mind
 - Are you right now who you want to be, what you dreamed you'd be, doing what you always wanted to do? Be honest. Sometimes people find themselves achieving victories that are empty successes that have come at the expense of things that were far more valuable to them. If your ladder is not leaning against the right wall, every step you take gets you to the wrong place faster.
 - 30 minutes
- Beginning with the End in Mind on the Job (tools, articles)
 - Whether you focus on your personal reputation, setting vision for your team, or clarifying expectations around responsibilities, beginning with the end in mind will help you and your team succeed.
 - 30 minutes
- Understand How Character Impacts Effectiveness
 - Save Yourself from what's not wanted
 - Create a Shared Team Vision and Strategy
 - The Need for a Strategic Narrative
 - Extraordinary Roles
 - 60 minutes

- Put First Things First
 - To live a more balanced existence, you have to recognize not doing everything that comes along is okay. There's no need to overextend yourself and it's all right to say no in order to focus on your highest priorities.
 - 30 minutes
- Putting First Things First on the Job
 - How to manage your time
 - Emails take up too much time
 - Set your three top priorities
 - Big Rocks
 - 30 minutes
- Getting Clear on Your Priorities
 - Schedule the Big Rocks
 - Plan your day Backwards
 - Spend 15 minutes a day reflecting
 - Avoid the Pinball Syndrome
 - Replace Time-Wasting Behaviors
 - 60 minutes
- Think Win-Win (2.1)
 - Think Win-Win isn't about being nice, nor is it a quick-fix technique. It is a character-based code for human interaction and collaboration. Most of us learn to base our self-worth on comparisons and competition. We think about succeeding in terms of someone else failing that is, if I win, you lose; or if you win, I lose. Yet, Habit 4 looks for a way to find wins for everyone.
 - 30 minutes
- Taking a Win-Win Approach at Work
 - 9 ways to Build Stronger Relationships
 - The Difference between being nice and being a pushover
 - Unhealthy responses to conflict
 - Making a good start with your team
 - 30 minutes
- Take your Learning Further: Build strong relationships
 - Take Stock of Your Emotional Bank Accounts
 - Think We, Not Me
 - Examine Your Real Motives
 - Relationship Trust
 - Cultivate Connections
 - Create Space for Others
 - 120 minutes
- Seek First to Understand, Then to Be Understood

- Communication is the most important skill in life. You spend years learning how to read and write, and years learning how to speak. But what about listening? What training have you had that enables you to listen so you really, deeply understand another human being? Probably none, right?
 - 30 minutes
- Creating Understanding on the Job
 - Navigate emotionally charged conversations
 - Listen Well and build empathy with co-workers
 - My emails are misunderstood
 - Facilitate better team communication
 - How to receive feedback
 - 30 minutes
- Focus further on improving communication and understanding
 - Improving tone and style
 - Talk less, listen more
 - Make it Safe to Tell the Truth
 - Create a Culture of Feedback
 - Practice using open body language
 - 60 minutes
- Synergize
 - Synergize is the habit of creative cooperation. It is teamwork, open-mindedness, and the adventure of finding new solutions to old problems. But it doesn't just happen on its own. It's a process, and through that process, people bring all their personal experience and expertise to the table. Together, they can produce far better results that they could individually.
 - 30 minutes
- Creating Conditions for Synergy on the Job
 - Talented, but Difficult direct reports
 - Team collaboration to solve problems
 - Cross-team collaboration
 - Generating ideas
 - 60 minutes
- Focus Further on Creating Synergy
 - 4 strategies for getting creative
 - The Multiplier Effect
 - Create Space for Others
 - Improving Remote Team Collaboration
 - 60 – 75 minutes

- Sharpen the Saw
 - Sharpen the Saw means preserving and enhancing the greatest asset you have. It means having a balanced program for self-renewal in the four areas of your life: physical, social/emotional, mental, and spiritual.
 - 30 minutes
- Maintaining Wellbeing on the Job
 - Manage your energy to do your job well
 - Manage your emotions
 - Are you headed for Burnout?
 - Routine
 - 60 minutes
- Focus Further on Building your Wellbeing
 - When you experience Bias at work
 - Fuel your Fire, Don't Burn Out
 - Brain-care Basics
 - Manage your time and energy
 - Building skills for career development
 - Navigating Office Politics
 - Unconscious Bias: Choose Courage
 - 180 minutes